



FACILITY CAPTAIN,
CORRECTIONAL INSTITUTION
Final Filing Date: February 15, 2007

PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION (excluding Prison Industry Authority)

WHO SHOULD APPLY COMPETITION LIMITED TO STATE EMPLOYEES
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:
Department of Corrections and Rehabilitation Office of Selection Services
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545
Department of Corrections and Rehabilitation
Office of Selection Services
1515 "S" Street, Room 522-N
Sacramento, CA 95814
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Selection Services.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS February 15, 2007 is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason. All applicants must meet the education and/or experience requirements for this examination by the written test date.

TEST DATE The written test date will be May 12, 2007. It is anticipated that Qualifications Appraisal Interviews will be held during July/August/September 2007.

SALARY RANGE(S) As of: January 8, 2007
\$7,998 – \$8,807

MINIMUM QUALIFICATIONS

Either I
One year of experience in the Department of Corrections performing the duties of a Correctional Counselor III or a Correctional Captain.

Or II
Experience: Either
1. Three years of experience in the custody or treatment division of a correctional institution in a capacity comparable to a Correctional Lieutenant, Correctional Program Supervisor III or Correctional Counselor II, or in parole supervision in a capacity comparable to Parole Agent II, Adult Parole. or
2. Three years of administrative or supervisory experience with responsibility for planning, organizing and directing a major phase of a correctional rehabilitation program.

(Graduate study in education, psychology, sociology, social work, public or business administration or a closely related field may be substituted for not more than one year of the required experience on a year-for-year basis.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for four years of the required education on the basis of one year of experience for two years of education.)

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.

Special Personal Characteristics: Sympathetic understanding of the problems of correctional institution inmates; demonstrated leadership ability; tact, emotional stability, and maturity.

MINIMUM QUALIFICATIONS (CONTINUED) Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION PLAN This examination will consist of a written test weighted **50%** and a qualifications appraisal interview which will include a number of predetermined job-related questions, weighted **50%**. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in each part of the examination. **CANDIDATES WHO DO NOT APPEAR FOR EITHER PHASE OF THE EXAMINATION WILL BE DISQUALIFIED.**

Written Test -- Weighted 50%
Qualifications Appraisal -- Weighted 50%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:**
- 1. Modern principles and practices in penal administration and criminology
 - 2. Psychology of delinquents and abnormals and attitudes, problems, behavior and methods of rehabilitation of persons under restraint
 - 3. Supervisory techniques and methods of maintaining discipline, both of staff personnel and inmates
 - 4. Principles and methods used in the custody, control and adjustment of antisocial persons
 - 5. Interviewing techniques
 - 6. Literature in the fields of penal administration and criminology
 - 7. Laws and regulations governing State correctional institutions and purposes and activities of the California Department of Corrections and Rehabilitation
 - 8. The Department's Equal Employment Opportunity Program objectives
 - 9. Manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment objectives.
- B. Ability to:**
- 1. Formulate programs for the safe custody, discipline, and welfare of inmates
 - 2. Interpret and apply provisions of law and rules
 - 3. Understand inmate case histories and interpret them to others
 - 4. Coordinate the custodial functions with the care and treatment program
 - 5. Establish and maintain cooperative working relations with officials, staff members, public agencies, and professional groups
 - 6. Communicate effectively
 - 7. Analyze situations and take effective action
 - 8. Secure the respect and cooperation of prison officials and inmates
 - 9. Think and act quickly in emergencies
 - 10. Effectively contribute to the Department's Equal Employment Opportunity objectives

ELIGIBLE LIST INFORMATION A departmental promotional eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished **24** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION DESCRIPTION AND LOCATION(S) **A Facility Captain**, Correctional Institution under general direction, either (1) plans, organizes and directs a program for the safe custody, discipline and care and treatment of inmates within a program unit of a State penal institution; or (2) performs technical or supervisory duties as a principal assistant to a headquarters administrator and other related work.

Position(s) exist statewide at various institutions with the Department of Corrections and Rehabilitation.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/ CAREER CREDITS Veteran's Preference Points and career credits are not granted in promotional examinations.

SPECIAL REQUIREMENTS

Firearm Requirement: Any person prohibited by State or Federal law from possessing, using, having in his/her custody or control any firearm, firearm device, or other weapon or device authorized for use by the California Department of Corrections and Rehabilitation is not eligible to compete for, be appointed to, or continue employment in this classification.

Felony Disqualification: Because any person convicted of a felony is disqualified from being employed as a peace officer under Government Code Section 1029, an applicant with a felony conviction will not be accepted for this examination.

In completing the Examination Application, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if:

- (1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 861.8, 1000.5, 1203.45; or
- (2) The record of such an incident has been or can be expunged pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or
- (3) The conviction was under Health and Safety Code Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offenses of possession of marijuana.

SPECIAL
REQUIREMENTS
(CONTINUED)

However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Code Section 1179 or 1772) or a pardon (per Penal Code Section 4852.16).

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing (with the exception of the three items numbered above) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. Candidates for peace officer positions will be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record. The hiring agency uses this information to determine your suitability to become a peace officer.

Information collected for a background investigation after the examination is distinct from that required on the Examination Application (Std. Form 678) which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the Examination Application.

Age Limitation -- minimum age for appointment: 21 years. (Applicants must state their birth date on the Examination Application.)

Citizenship Requirement: Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer classification until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

Drug Testing Requirement: Applicants for positions in this classification are required to pass a drug screening test. Use of hard drugs (e.g., heroin, cocaine, or hallucinogenic) at any time as an adult constitutes basis for disqualification from peace officer examinations. The drug screening test will be waived for Department of Corrections and Rehabilitations' employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board, Rule 213.

Pre-Employment Medical Examinations: Physical and psychological suitability examinations are conducted prior to appointment. Tests include TB skin test, urinalysis, complete blood count, blood chemistry panel, VDRL, a general physical examination, and other tests if necessary. Any limitation which restricts a person from safely performing the essential functions of the position may constitute basis for removal of the candidate's name from the eligible list.

Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

High School Equivalence for Peace Officer Classifications: Equivalence to completion of the 12th grade may be demonstrated by: 1) passing the California High School Proficiency Test; 2) passing the General Educational Development (GED) test indicating high school graduation level; or 3) possession of a degree (Associate of Arts or higher) from an accredited college. No other equivalency is accepted for Peace Officer classifications.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Office of Selection Services at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Office of Selection Services at (916) 322-2545 five days prior to the written test date if he/she has not received his/her notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) statewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS